

Document Title

Status: *[Draft/Template/Under Review/Awaiting Approval/Approved]*
Effective Date: Month/Day/Year
Revised Date: Month/Day/Year
Approved By: Manager's Name *[CIO, Deputy CIO, Division Director, etc.]*
Authority: *[Statute, Rule, or Existing Policy and/or Procedure]*

1.1 PURPOSE

The reason for the document and its anticipated outcome.

1.1.1 Background

Information, history, or circumstances that influence or explain the purpose of the policy or procedure, including business case, if applicable.

1.1.2 Scope

Applicability of the policy and/or procedure. The groups of State employees affected by this document.

1.1.3 Exceptions

Any exceptions to the scope of this policy and/or procedure.

1.2 DEFINITIONS

Simple explanations of terms specific to this policy and/or procedure.

1.3 POLICY

An established, written, guiding principle or course of action considered to be expedient, prudent, or advantageous; designed to guide or influence decisions and establish behaviors that must be followed. Ordered lists within the document will use numbers followed by a single parenthesis, as follows:

- 1) Sample Text



Document Title

2) Sample Text

3) Sample Text

Non-ordered lists will simply use a normal bullet structure, as follows:

- Sample Text
- Sample Text
- Sample Text

1.4 PROCEDURE

The written, established, or official method of operating intended to achieve a result through a set sequence of defined steps or tasks, or, to describe the methods necessary to implement or comply with an established policy.

1.4.1 Procedure Flow Chart

A flow chart of the procedure should be included for clarification.

1.5 RELATED DOCUMENTS

Indicate existing policies and procedures or other documents which contain information related to this policy and/or procedure.

1.6 APPENDICES

Supplementary materials.

DOCUMENT HISTORY

Sponsor:	Sponsor's Name (<i>Person who initiates or writes the document</i>)
Next Review:	Month/Year
Reviewed Date:	Month/Day/Year
Reviewed By:	Reviewer's Name
SEC #:	Security Policy Audit Number (<i>if applicable</i>)

